

To

The Principal(s),
All Self Financing Polytechnics.

Memo No
Dated:

**Subject: Submission of Mandatory Disclosures / Compliance Report
along with requisite fee.**

Kind attention of all the Principals, Self Financing Institutions is invited on the subject noted above. As per approval process handbook for diploma level institutions for processing proposals for extension of approval to existing technical institutions provisions of clause 3.1 and 3.6, which are reproduced as under, must be followed:-

- 3..1 (a) AICTE approved technical Institutions shall submit a Compliance Report in the prescribed format along with mandatory disclosure information to the concerned Director of Technical Education of the concerned State Govt./UT and a copy to the concerned Regional Office of the Council by 31st August every year.
- (b) The institution shall also submit an undertaking in the prescribed format stating that the information provided in the Compliance Report is factual and correct and that the Council can take appropriate action, including withdrawal of approval, if it is found that the information provided in the Compliance Report is false.
- 3.6 (a)** The Technical Institutions shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses/programmes being conducted and details of Infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet shall be made available to the stakeholders of the technical education on cost basis. The information booklet shall be revised every year incorporating latest information on all aspects of the institution.

- (b) It shall be mandatory for the technical institutions to maintain a Web site providing the prescribed information. The website information must be continuously updated as and when changes take place.
- (c) If a Technical Institution fails to disclose the information or suppress and/or misrepresent the information, appropriate action including withdrawal of AICTE approval could be initiated.

It is therefore, requested that every institutions must ensure submission of compliance report and hoisting mandatory disclosure on institutional website and compliance of other above requirements latest by 31st August 2010 along with fee for extension of approval of Rs. 20,000 in the form of DD in favor of Director Technical Education Department Haryana.

Sunil Seth
Joint Director

CC:-

- 1.Regional Officer, AICTE, H.No-1310, Sec-42/B, Chandigarh
- 2.PA/DGTE